



North Carolina Department of Health and Human Services
Division of Mental Health, Developmental Disabilities
and Substance Abuse Services

Michael F. Easley, Governor
Carmen Hooker Buell, Secretary

Arthur J. Robarge, Ph.D., MBA, Acting Director

May 7, 2001

MEMORANDUM

TO: Area Directors
Area Finance Officers

FROM: Phillip H. Hoffman, Chief Budget Officer

SUBJECT: June 30, 2001 Year End Actions

With the end of SFY 01 approaching, there are several items that I need to address related to area program revenue maximization and the State budget shortfall.

1. As in the past, the Division is requesting that area programs submit Fund Request Forms for only the amount of non-UCR funds you anticipate actually expending from the allocation.
2. For UCR funds, if you anticipate earning less than the annual amount allocated, only request the amount which you anticipate earning.
3. Division sections have been advised that May 31, 2001, is the deadline for making allocations for the current year unless there are unique, justifiable circumstances which warrant an extension. Any extension beyond the May 31, 2001, deadline must have the approval of the DHHS Controller's Office to ensure that the allocation can be posted and paid during the year.
4. The Division will also assist area programs in arranging and working out one-time swaps between and among area programs. This will be done in the following manner:
 - a. If you arrange a swap on your own, please confirm this in writing or e-mail to Wanda Mitchell in the Budget Office and we will coordinate a review with the impacted program sections so that appropriate allocation letters can be sent out.

Page 2 June 30, 2001 Year End Actions

MAILING ADDRESS:
3013 Mail Service Center
Raleigh, NC 27699-3013

Telephone 919-733-7013
FAX Number 919-733-9455

LOCATION:
Albemarle Building
325 North Salisbury St.
Raleigh, NC
State Courier: 56-20-24

You will need to advise her of the area programs involved, amount and type of funds, and where the increases and decreases are.

- b. If you need to swap out funds which you believe you cannot earn or spend this year and cannot arrange this on your own, please advise Wanda Mitchell of the particulars, e.g., amount, type of funds, etc., and we will see what we can do about identifying an area program which may be able to swap with you. Wanda will also coordinate a review with the impacted program sections.
- c. As you know, you can view your current UCR earnings on-line in order to project annualize earnings. If you have questions or problems with such viewing, please contact Wanda Mitchell and she will work with your program and the Controller's Office to help resolve problems.

Any actions related to swaps must be initiated as quickly as possible so that final allocation changes can be distributed by May 31, 2001. All swaps will be consider as one-time transfers only.

If you have any questions, please call Wanda B. Mitchell, DMH/DD/SA Budget Office, at (919) 733-7013 or e-mail Wanda.Mitchell@ncmail.net This communication is being distributed in hard copy form and is also being posted on the Division public web site at <http://www.dhhs.state.nc.us/mhddsas/sections/budgetandplanning/budget/budmain.htm> Once at this site, look under the header "Budget Forms and Communications" and click on "SFY 01 Area Program Swap Information".

PDH/wm/ph

cc: Executive Staff
Budget Office Staff
Regional Accountants
Jack Chappell
Bob Duke
Mary Ann Ward
George Francis
Carol Duncan Clayton

MAILING ADDRESS:
3013 Mail Service Center
Raleigh, NC 27699-3013

Telephone 919-733-7013
FAX Number 919-733-9455

LOCATION:
Albemarle Building
325 North Salisbury St.
Raleigh, NC
State Courier: 56-20-24